

**ALABAMA ELECTRONIC SECURITY
BOARD OF LICENSURE**

RT MANAGEMENT, INC. - CONTRACTOR



**2023/2024
APPLICATION PACKET**

**DEADLINE
FOR
RENEWAL**

December 31, 2022

IMPORTANT INFORMATION

ATTENTION:

Changes have been made to the AESBL
Application Packet and to renewal
procedures.

Please read all information carefully.

Table of Contents

SECTION 1: Important Information	4
• State of Alabama Licensing Law for the Electronic Security Board	5
• Notice Regarding Licensing Renewal Deadline	6
• Notice Regarding Individual Licenses	7
• AESBL Holiday Hours for December 2022.....	8
• Fingerprinting Information.....	9
• Missing Items that Slow Down the Licensing Process	10
• List of Things to Remember.....	11
SECTION 2: Required Application Forms	12
• Checklist for Required Items.....	13
• 2023/2024 Company Application	14
• 2023/2024 Qualifying Agent Application.....	15
• 2023/2024 Individual Application.....	16
• CEU Reporting Form	17
• Authorization Form for Criminal Background Check	18
• ALEA Application for Criminal History Record Info	19
• Required Fingerprint Card Information (sample card)	20
• Information for Completed FBI Fingerprint Cards	21
• Parental Consent Form for a Criminal Background Check (required by ALEA for minors).....	22
• Affidavit of Applicant (first-time applicants only).....	23
• Acceptable Documents for Affidavit of Applicant	24
• Required Monitoring Information.....	25
SECTION 3: Additional Information for Required Forms	26
• Instructions for Criminal History Information Release Form	27
• Order Form for Fingerprint Cards.....	28
• Individual License Application Instructions	29
• Monitoring Company Information Only	30
• Notice to All Applicants for 2023/2024 License.....	31
SECTION 4: Fee Information	32
• 2023/2024 AESBL Licensing Fee Schedule	33
• 2023/2024 Discounted Fee Schedule for Renewals	34
• Credit/Debit Card Payment Form	35
SECTION 5: Additional Information for Educational Requirements.....	36
• Summary of Educational Requirements for 2023/2024	37
• AESBL CEU Requirement Notice for 2023/2024 Renewals.....	38
• AESBL Administrative Code Guidelines for CCTV Waiver.....	39
• Procedures for CCTV Waiver	40
• CCTV Waiver Form.....	41
SECTION 6: Additional Information.....	42
• Additional ALEA Information	43-45

SECTION 1:

IMPORTANT INFORMATION

This section includes vital information that pertains to the licensing process. It is highly recommended that you review items in this section when preparing to submit applications.

**ALABAMA ELECTRONIC SECURITY
BOARD OF LICENSURE**

7956 VAUGHN ROAD, PMB 392

MONTGOMERY, ALABAMA 36116

phone # 334-557-0983~~~fax # 334-557-0978

e-mail~administrative@aesbl.alabama.gov

website~www.aesbl.alabama.gov

The State of Alabama Electronic Security Licensing Law

Code of Alabama, Section 34-1A, and the rules and regulations, 304-X-1-.01 through .31, promulgated by the Alabama Electronic Security Board of Licensure (AESBL) require the licensing of any person, sole proprietorship, company or corporation that installs or services locks for motor vehicles, residential or commercial use or provides sales, service, installation, maintenance or monitoring of burglar alarm systems, electronic access control systems or closed circuit TV systems. An application for a license, Branch Office License, Qualifying Agent License, Locksmith License, or Registrant License can be obtained by contacting the AESBL at the above mailing address, phone number, e-mail address, or website.

Each Company must provide AESBL with evidence of a policy of general liability insurance in the amount of at least \$250,000 and must maintain at least this amount of insurance.

All **new** applicants for licensure in year 2023/2024 or **renewal** applicants who have been arrested or convicted of a crime other than a minor traffic violation must submit **two completed ALEA background forms**, two completed fingerprint cards, and **\$38.25 (debit/credit card, money order, or company or cashier's check made payable to ALEA)** processing fee for ALEA Criminal Background Reports.

All **renewal** applicants for 2023/2024 must complete **two (2) ALEA background check forms** and **two (2) fingerprint cards** and \$25.00 **(debit/credit card, money order, or company or cashier's check made payable to ALEA)**. *****If the renewal application is postmarked/received after January 31st, a fee of \$38.25 must be paid and a state and federal background check run.*****

AESBL will issue ID cards to Qualifying Agents, Installers, Locksmiths, Trainees & Helpers. The registrants must have these ID cards available and visible whenever they are meeting the public. ID cards must be produced on demand of any customer; AESBL member; law enforcement official; state, city, county code enforcement official or building inspection personnel.

The license number of a company shall be displayed in all advertising.

If the Code of Alabama, Section 34-1A, or any order, rule, or regulation of AESBL is violated by any person or business entity, then the person or business entity shall be guilty of a Class A misdemeanor. AESBL may fine violators up to \$1,000 per violation and may file civil action to collect the penalty.

There is no licensing reciprocity with any other state at this time.

All 2021/2022 licenses expire December 31, 2022, and **must be renewed by December 31, 2022.**

The renewal period opens June 1, 2022. All renewal applications must be complete and submitted by December 31, 2022. Per a state audit in 2021, there is no longer a grace period after December 31, 2022. If your applications are incomplete, you will be considered unlicensed and subject to a Cease-and-Desist and possible court action.

NOTICE FROM THE AESBL REGARDING LICENSING RENEWAL DEADLINE

*Pursuant to a 2021 Legal Compliance Audit by the State of Alabama
Department of Examiners of Public Accounts,*

**THERE IS NOT A GRACE PERIOD FOR RENEWALS
AFTER DECEMBER 31st.**

All company and Qualifying Agent applications must be complete by December 31st of your renewal year. Completed applications include all required documents, signatures, and fees. If the company and QA applications are not complete as of the renewal deadline, the company will be considered unlicensed, and a Cease-and-Desist will be issued.

All other individual applications must be completed by January 31st of your renewal year. If requested items are not provided to the AESBL within thirty (30) days of notification, the individual application will be abandoned, and the individual must re-apply. Re-applying will include a new application page, AESBL and ALEA fees, and a full background check—which would include additional fingerprint cards.

NOTICE FROM THE AESBL REGARDING INDIVIDUAL LICENSES

INDIVIDUAL LICENSES DO NOT TRANSFER WHEN EMPLOYMENT CHANGES

Individual licenses, including a QA license, issued by the AESBL do not transfer with the individual when employment changes from one security/locksmith company to the next. If you are no longer employed with the company named on your ID badge, and you are hired by another company, you must re-apply with a new application page, passport sized photo, and the applicable fees. You will need to contact the AESBL staff to inquire about pro-rated fees, CEUs, and whether or not a new background check is needed.

Additionally, if a licensee transfers from one branch to another branch within the same company, a new application needs to be submitted to the AESBL in order to update the branch office the employee is working under. Transferring from one branch to another branch within the same company, without a lapse in licensing, will not require any additional fees.

AESBL

Holiday Office Hours

In anticipation of companies/individuals renewing at the end of the year, we are publishing our office hours for Christmas and New Year's so that licensees will know our availability ahead of time.

Therefore, at the end of the year, if you need help with renewal applications or have any questions, please contact our office *in advance* so that we may be of assistance. Renewals must be postmarked by December 31, 2022, in order to not be considered late. You may drop off packets at our physical office at 465 Cotton Gin Road in Montgomery, Alabama; but if the office is closed for the holidays, you may drop them off at our secure mailbox at the UPS Store at 7956 Vaughn Road, PMB 392 in the Sturbridge Shopping Center.

Please note that during the busy renewal period, all applications are processed in the order that they are received. If your company and QA applications are *INCOMPLETE*, you will be considered *UNLICENSED*. Per a state Legal Compliance Audit in December 2021, the AESBL does *NOT* have a grace period beyond the December 31st deadline for renewals.

CHRISTMAS:

Monday, December 19th – open 7:30 am – 3:30 pm

Tuesday, December 20th – open 7:30 am – 3:30 pm

Wednesday, December 21st – open 7:30 am – 3:30 pm

Thursday, December 22nd – open 7:30 am – 12:30 pm

Friday, December 23rd – CLOSED

Monday, December 26th – CLOSED

NEW YEAR'S:

Tuesday, December 27th – open 7:30 am – 3:30 pm

Wednesday, December 28th – open 7:30 am – 3:30 pm

Thursday, December 29th – open 7:30 am – 3:30 pm

Friday, December 30th – open 7:30 am – 12:30 pm

Monday, January 2nd – CLOSED

Fingerprinting Information

Below is helpful information regarding fingerprinting for criminal background checks:

- The Alabama Electronic Security Board of Licensure (AESBL) is required by law to conduct criminal background checks on applicants.
- The AESBL cannot accept criminal background checks conducted at a different time and by a different state/federal entity or agency.
- The Federal Bureau of Investigation (FBI) and the Alabama Law Enforcement Agency (ALEA) require that all applicants submit fingerprint cards in order to ensure a thorough background check.
- We know and understand that fingerprints do not change, but the AESBL is required through its agreement with ALEA to submit fingerprint cards with every background check.

- If being fingerprinted via Live Scan, always check to see if the entity saves your scans to their files. If so, you should be able to have them reprinted by that same entity when applying for renewal.
- A list of entities/agencies that offer fingerprinting services is on the AESBL website: <https://aesbl.alabama.gov/contact/>

- All applicants must submit two fingerprint cards.
- All required areas should be filled out on both fingerprint cards.
- Both fingerprint cards should be signed by the applicant.
- Both fingerprint cards should be signed by the official who fingerprinted the applicant.
- Fingerprint cards should not be bent or folded. ALEA will not accept bent/folded cards.
- A current (unexpired) driver's license must accompany your background check.
- If submitting a Foreign National driver's license or if the Place of Birth (POB) is not a U.S. Territory, the AESBL will need a copy of the applicant's Green Card (front and back of card), or a foreign passport, or a STAR ID driver's license.
- The AESBL will need the required ALEA forms (pages 18 and 19). These forms must be filled out completely, and signed with two witnesses or a notary.

Items that Slow Down the Licensing Process

If an application is complete, a company/individual can typically be licensed the same day it is processed—pending the ALEA background check.

However, if an application is incomplete, it slows down the process.

Below is a list of missing or incorrect items that slows down the licensing process.

- Application items being copied on the front and back of a page. All required application items should be copied on the front of the page only.
- Applicants not signing their applications
- Applicants not having required items witnessed or notarized
- Qualifying Agents not signing individual applications
- Either not initialing that you have/have not been arrested or initialing both
- Not writing legibly. Please print carefully or type your information.
- Applicant's name not written on the back of photos
- Passport sized photo not cut to the appropriate size
- Photo taped or stapled to application. Please paperclip all items together.
- Not signing fingerprint cards
- Not obtaining signature of person who fingerprinted you
- Not filling out all information required on fingerprint cards
- Only sending one fingerprint card
- Folding or bending fingerprint cards
- Not sending fingerprint cards
- Not sending required ALEA forms (pages 18 and 19)
- Not sending a copy of applicant's driver's license
- Sending an expired or soon-to-be expired driver's license
- Copying multiple driver's licenses on one page. A copy of a driver's license should be one per page and paperclipped to individual's application.
- Not sending copies of approved CEUs or training certifications
- Not sending the required CEU Reporting Form (page 17)
- Not sending proper payment
- Not returning phone calls when called for payment
- Not sending company's current Certificate of Insurance
- Not sending company's business license
- Central Station companies only: Not sending employee's dates of birth, Social Security numbers, affidavits of citizenship, driver's licenses, training certificates, and ALEA documents when needed
- Central Station companies only: Not sending the required list of alarm companies that you monitor for, their address, and the start dating of when you began monitoring for them

****IT IS IMPERATIVE THAT YOU SUBMIT REQUESTED ITEMS ASAP****

THINGS TO REMEMBER

1. Your company license must be displayed in your business.
2. A notification of where to file a complaint must be displayed in your business and on or attached to the contract.
3. All advertising must show state license number of Company: "AESBL# xxxx"
4. Company vehicles that advertise its name, phone number, services, etc. must have its company license number displayed on each vehicle. It can be displayed as "AESBL# xxxx" or "Lic# xxxx" and should be visible from at least one car length.
5. All individuals who sell, install, service, or monitor electronic security systems and/or locks for motor vehicle, residential or commercial use in Alabama must submit an application for a license to AESBL within ten (10) business days of beginning employment with a sole proprietorship, company, or corporation operating in Alabama.
6. All Locksmiths must have a picture ID issued by AESBL.
7. All Qualifying Agents must have a picture ID issued by AESBL.
8. All Installers must have a picture ID issued by AESBL.
9. All Salespersons must have a picture ID issued by AESBL.
10. All Helpers must have a picture ID issued by AESBL.
11. All Trainees must have a picture ID issued by AESBL.
12. All applicants must submit a copy of their current state-issued Driver's License.
13. All Qualifying Agents, Installers, Locksmiths, and Salespersons must provide documentation of training to AESBL to be able to work.
14. When a licensed employee leaves a company or is terminated, the company should obtain his/her AESBL ID card from the individual and notify AESBL.
15. Notify AESBL within ten (10) days of a QA being no longer employed.
16. Notify AESBL if there is a company name change, change of address, or if business is closed.
17. If you renew your company's general liability insurance during 2023/2024, provide AESBL a copy of the new Certificate of Insurance.
18. Contact AESBL or visit our web site at www.aesbl.alabama.gov for complete Rules if you are in doubt of any qualifications or amendments to the Rules. Listening to other companies and workers will not necessarily give you the proper answers to your questions.

SECTION 2:

REQUIRED APPLICATION FORMS

This section includes all the forms that must be submitted when applying for an AESBL license. A checklist is also included that itemizes what additional information is needed.

Checklist for Required Items

Below is an easy checklist for required items when submitting applications for licensure. It is recommended that items be submitted in the order listed and paperclipped together.

Please do not staple applications.

COMPANY APPLICATION:

- Company application form (page 14)
- Required fees (page 33)
- Proof of \$250k (minimum) general liability insurance
 - Company/DBA name must be listed as it is on the licensing application.
 - Company's physical address must be listed.
 - The AESBL should be listed as a certificate holder.
- Business license from the State of Alabama or any city or county in Alabama
- Certificate of Authority to do business in Alabama issued by the Alabama Secretary of State's Office and Registered Agent's information. (Only applies to new companies that are located out of state)

QUALIFYING AGENT APPLICATION:

- Qualifying Agent application form (page 15)
 - Initial one response only under Criminal Background Check.
 - Application must be signed and notarized/witnessed.
- Required fees (AESBL and ALEA) (page 33)
- Two passport sized photos with applicant's name on back of photos
- Certification training certificate(s) – (new applicants)
- Continuing Education certificates and CEU Reporting Form (page 17)
- ALEA forms for background check (pages 18 and 19)
- Two completed fingerprint cards (DO NOT BEND OR FOLD CARDS)
- Copy of current driver's license (ALEA will not accept an expired license)

INDIVIDUAL APPLICATION:

- Individual application form (page 16)
 - Initial one response only under Criminal Background Check.
 - Application must be signed and notarized/witnessed.
 - Qualifying Agent must sign the individual's application.
- Required fees (AESBL and ALEA) (page 33)
- Two passport sized photos with applicant's name on back of photos
- Certification training certificate(s) – (new applicants)
- Continuing Education certificates and CEU Reporting Form (page 17)
- ALEA forms for background check (pages 18 and 19)
- Two completed fingerprint cards (DO NOT BEND OR FOLD CARDS)
- Copy of current driver's license (ALEA will not accept an expired license)

2023 / 2024

Company License Application

Alabama Electronic Security Board of Licensure

7956 Vaughn Rd., PMB 392 Montgomery, Alabama 36116
phone # 334-557-0983~ fax # 334-557-0978~ e-mail administrative@aesbl.alabama.gov
~website www.aesbl.alabama.gov~

Company Name: _____ AESBL #: _____

Company Physical Address: _____
(Please advise AESBL if there is a privacy issue with publishing this address.)

City/State/Zip Code: _____

What Alabama county is your company physically located in? _____

Company Mailing Address: _____

City/State/Zip Code: _____

Company Phone #: _____ Company Fax #: _____

Company Contact Person: _____ Direct Phone Number: _____

Company E-mail Address: _____

SEE 2023/2024 AESBL LICENSING FEE SCHEDULE (Page# 33)

___ First Time Admin Fee or Name Change Fee \$150.00

PLUS

___ Company (Incorporated, LLC, or LP) License Fee \$400.00

OR

___ Company (Sole Proprietorship/non-incorporated partnership) .. License Fee \$300.00

OR

___ Company Branch Office Annual Fee (No Administrative Fee Required) \$400.00

If you did not obtain a license in 2021/2022 please enter the date (month, day, year) that the company was started _____

Provide AESBL a copy of the company's most recent business license issued by an Alabama city or county.

Have you ever had any business license revoked? ___yes ___no (If yes, explain why and attach to application.)

Company Type: Burglar Alarm __, Monitoring __, CCTV __, Access Control __, Locksmith __
Electronic
Check all that apply.

Following items must be enclosed for application to be considered complete:

- ___ Certificate of Insurance? (This must show expiration dates.)
- ___ Copy of Alabama business license?
- ___ Check or Money Order in Proper Amount Made Out to AESBL?
- ___ Employees' Applications, Copies of current Training Certificates or CEU's, current Pictures and Fees?
- ___ ALEA Criminal History Information Release Forms, FBI fingerprint cards, and processing fees?

Qualifying Agent's Name (Print) _____

I certify the information provided on this application and enclosed materials are true and correct to the best of my knowledge.

Date _____ Authorized Official's Signature _____

Authorized Official's Social Security Number _____

(Required by Code of Alabama 1975 Section 30-3-194 (a))

2023 / 2024

No Staples Please
Paper Clips Only**Qualifying Agent License Application****Alabama Electronic Security Board of Licensure**

7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Applies for both
Alarm and
Locksmith
CompaniesIndividual's Name _____
First Middle LastWere you licensed by AESBL in year 2021/22? _____ If yes, provide license # _____
(answer yes or no)Date of Birth _____ Social Security Number _____
(Required by Code of Alabama 1975 Section 30-3-194 (a))

Employed By (Name of Company) _____

Company (Office or Branch) Address _____

City/State/Zip Code _____

Employee's Home Address _____

City/State/Zip Code _____

Phone Number _____ Date of Employment _____

Fees for Qualifying Agents - \$50.00 or \$100 or \$150 for 2 years (*see page# 33*)

This application must be accompanied by a company or cashier's check, money order, or credit/debit card in the proper amount made payable to AESBL.

Education (Check all that apply and enclose documentation): ESA – NTS: Level 1 ____ Level 2 or ABAT/AISC ____ Locksmith Certification ____ Access Control ____ CCTV ____ CEU's ____ Other ____
(Provide a copy of your current NTS certificates or documentation of other appropriate training to AESBL.)**Pictures:** Enclose a passport size photo with your name on the back of the picture for ID badge.****IF YOU FALSIFY THE FOLLOWING RESPONSE, YOUR APPLICATION **
FOR LICENSE MAY BE AUTOMATICALLY DENIED!****Criminal Background Check: (INITIAL ONE (1) RESPONSE ONLY, See Instructions.)**

*** READ CAREFULLY ***

I certify that I have not been arrested or convicted of a crime other than a minor traffic violation _____.
(Initial)I certify that I have been arrested or convicted of a crime other than a minor traffic violation _____.
(Initial)Initial only
ONE
responseHave you ever had any business license revoked? ____yes or no ____
(If yes provide written explanation and attach to Application.)

I certify that I am a full time (at least 32 hours per week) employee at the above company location and the information provided on this application and enclosed materials is true and correct to the best of my knowledge and AESBL is authorized to verify any or all information provided.

Applicant Signature: _____ Date: _____
(Must have two witnesses **OR** notary)Witness _____
Address _____
City/ State/Zip _____Sworn to and subscribed before me on this
_____ day of _____, 20__.Witness _____
Address _____
City/State/Zip _____NOTARY PUBLIC
My Commission expires _____

2023 / 2024

No Staples Please
Paper Clips Only

Individual License Application

Alabama Electronic Security Board of Licensure
7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Individual's Name _____
First Middle Last

Were you licensed by AESBL in year 2021/22? _____ If yes, provide license # _____
(answer yes or no)

Date of Birth _____ Social Security Number _____
(Required by Code of Alabama 1975 Section 30-3-194 (a))

Employed By (Name of Company) _____

Company (Office or Branch) Address _____

City/State/Zip Code _____

Employee's Home Address _____

City/State/Zip Code _____

Phone Number _____ Date of Employment _____

Fees for Individual - \$50.00 for 2 years

This application must be accompanied by a company or cashier's check, money order, or credit/debit card in the proper amount made payable to AESBL.

See AESBL Licensing Fee Schedule Page #4 (check all that apply but pay only first one checked)

<input type="checkbox"/> Burglar Alarm Installer	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Helper
<input type="checkbox"/> Salesperson	<input type="checkbox"/> CCTV Installer	<input type="checkbox"/> Administrative
<input type="checkbox"/> Monitoring Station Operator	<input type="checkbox"/> Electronic Access Control Installer	

Pictures: Enclose a passport size photo with your name on the back of the picture for ID badge.

****IF YOU FALSIFY THE FOLLOWING RESPONSE. YOUR APPLICATION ****
FOR LICENSE MAY BE AUTOMATICALLY DENIED!

Criminal Background Check: (INITIAL ONE (1) RESPONSE ONLY, See Instructions.)

*** READ CAREFULLY ***

I certify that I have not been arrested or convicted of a crime other than a traffic violation _____. (Initial)

I certify that I have been arrested or convicted of a crime other than a traffic violation _____. (Initial)

Have you ever had any business license revoked? ____yes or no ____
(If yes provide written explanation and attach to Application.)

Applicant Signature: _____ Date: _____

*QA Signature: _____ Date: _____

Or Authorized Official

(Must have two witnesses **OR** notary)

Witness _____
Address _____
City/ State/Zip _____

Sworn to and subscribed before me on this
_____ day of _____, 20__.

Witness _____
Address _____
City/State/Zip _____

NOTARY PUBLIC
My Commission expires _____

Initial only
ONE
response

Alabama Electronic Security Board of Licensure CEU Reporting Form

All CEUs submitted must be approved by the AESBL and listed on our website or must qualify for CEU credit under the guidelines posted on our website.

Qualifying Agents and Installers who do not have current valid NTS Certificates (Level 1, Level 2 or ABAT/Advanced Intrusion Systems Course), Locksmiths, and Salespersons must complete this form to document equivalent Continuing Education Training.

Biennial minimum required Continuing Education Training. Locksmith only must have 1.6 CEUs or 16 hours. Alarm only must have 1.6 CEUs or 16 hours. Locksmiths licensed for CCTV and /or Access Control must have 2.4 CEUs or 24 hours. Alarm QAs and Installers must have 2.4 CEUs or 24 hours of industry related training. Salespersons only must have 1.6 CEUs or 16 hours.

To report continuing education training to AESBL, you must complete and sign this form. Attach the original or a valid copy of each training certificate received.

Course Date (include yr.)	Course Title	CEU Course #	Sponsor	CEU's/ Hours Earned

Total Earned _____

By signing and submitting this form, I certify that the information contained is complete, accurate, and the courses attended were qualified industry related topics. I understand that all credits are subject to verification by AESBL. **By falsifying any of this information, I understand that I can face monetary penalties up to \$1000 per violation and/or possible revocation of license.**

Print Name: _____ Company Name: _____
Signature: _____ Date: _____

**LICENSEE'S/ APPLICANT'S AUTHORIZATION FOR A CRIMINAL BACKGROUND CHECK AND/OR REQUEST TO
CHANGE, CORRECT, OR UPDATE THEIR CRIMINAL HISTORY**

_____, hereby authorizes the Alabama Electronic
(printed name)

Security Board of Licensure (hereinafter "AESBL") to receive my criminal history information to determine my suitability for licensure. I understand that my fingerprints will be utilized to conduct a federal and state criminal background check and that the AESBL is authorized to conduct the criminal background check pursuant to Alabama Code Section 34-1A-5(d)(2a) and Alabama Code Section 34-1A-5(d)(2b). I, being of sound mind and legally competent, hereby authorize the AESBL to obtain any and all criminal history information on said applicant from the ALEA and/or FBI.

As set forth in Title 28 CFR, Section 16.34, I understand that I, as an applicant or renewal licensee, may challenge or appeal any portion of my Criminal History Record Information (CHRI) that I believe to be incomplete or inaccurate by contacting the Records & Identification Division located within ALEA at 334-353-4340. I understand that inquiries may also be made into my history of controlled substance or alcohol abuse, and into my fitness to enter or remain in the Alarm or Locksmith profession.

Signature of Applicant

Date

APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION



PERSONAL INFORMATION

Full Name (First, Middle, Last, Suffix): _____ Sex/Gender: ☐ Male ☐ Female

Aliases/Nickname: _____

Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____ SSN: _____

Date of Birth: _____ (MM/DD/YYYY) Driver's License Number: _____ Issuing State: _____

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other (please specify) _____

Home Phone: () _____ Mobile Phone: () _____ Work Phone: () _____

WORK INFORMATION

Employer Name: _____ Employer Phone: () _____

Contractor Name: _____ Contractor Phone: () _____

State Agency: _____ Agency Phone: () _____

Work Email Address: _____

Job Role/Classification: _____ Supervisor Name: _____

Included with my Release are the following items:

- ☐ Completed Application signed by applicant and two witnesses OR notarized.
- ☐ The required copy of my valid photo identification.
- ☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
- ☐ If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.
- ☐ **PERSONAL REQUESTS ONLY:** The required \$25.00 administrative fee (must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

AL Electronic Security Board of Licensure, 7956 Vaughn Road, PMB 392, Montgomery, AL 36116

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any portion of my state and/or federal CHRI that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature _____ Date _____

Name of Witness _____ Name of Witness _____

Address of Witness _____ Address of Witness _____

City, State and Zip _____ City, State and Zip _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Signature _____ My Commission Expires _____, 20__.

FOR ALEA OFFICIAL USE ONLY: TCN: _____ SID: AL _____

Received By (Initials): _____/Date: ____/____/____ Processed By (initials): _____/Date: ____/____/____

Walk-in/Hand Delivered ☐ Mailed ☐ Status: _____ Initials: _____ Date: ____/____/____

Billed: _____ Paid: _____ No Charge: _____

Check#: _____

Background Check Qty: ____ Total: \$ _____

Certified Letter Qty: ____ Total: \$ _____

APPLICANT <small>See Instructions on Reverse Side</small> FD-258 (Rev. 11-4-20) 5110-4046		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
		LAST NAME: DOE		FIRST NAME: John		MIDDLE NAME: JACK			
SIGNATURE OF PERSON DESCRIBED: John Doe		AKA: AJA		O R I		AL920030Z ELEC SECURITY BD LIC MONTGOMERY, AL		DATE OF BIRTH: 01 23 1970 DOB: 01 23 1970	
123 Locksmith Lane Montgomery, AL 36117		CITIZENSHIP: QZT		SEX: M		HT: 6'0		WT: 200	
Official Signature		YOUR NO.: OCA		EYES: BRN		HAIR: BRN		POB: Alabama	
EMPLOYER AND ADDRESS: Security Company, Inc. 456 Street Address Montgomery, AL 36117		UNIVERSAL IDENTIFYING NO.: UCN		ARMED FORCES NO.: MNU		LEAVE BLANK			
SEARCHED INDEXED		SECURITY NO.: 123-45-6789		SERIAL NO.: 5		CURR:			
Security Licensure AIC-34-1A-5		MISCELLANEOUS NO.: MNE		SER:					



FBI FINGERPRINT CARDS

The following information must be completed before ABI/FBI will accept fingerprint cards for background checks:

- 1. Top of card-middle section-Last Name, First Name and Middle Name**
- 2. Left section – Signature of Person Fingerprinted**
- 3. Residence of Person Fingerprinted**
- 4. Date and Signature of Official Taking Fingerprints**
- 5. Employer and Address of Person Fingerprinted (Your Employer)**
- 6. Middle section – Social Security Number**
- 7. Right section – Sex, Race, Height, Weight, Eye Color, Hair Color, Place of Birth**
- 8. Right section – Date of Birth**

*****IF AN INDIVIDUAL APPLICANT DOES NOT SUBMIT FOR RENEWAL BY JANUARY 31, 2023, THEY ARE CONSIDERED A NEW APPLICANT AND MUST PAY FOR A FULL BACKGROUND CHECK THROUGH ALEA/FBI (\$38.25)*****

ABI/FBI WILL NOT ACCEPT FOLDED CARDS

ALEA fees can be paid by company check, cashier's check, money order, or debit/credit card. All fees should be a separate payment and made payable to ALEA.

ALABAMA LAW ENFORCEMENT AGENCY/CRIMINAL JUSTICE SERVICES DIVISION
CONSENT TO CONDUCT BACKGROUND CHECK OF A MINOR



This form must be completed by a parent of legal guardian

Date _____

_____ minor (name), is requesting a background check.

I, _____, parent or legal guardian, consent and authorize the Alabama Law Enforcement Agency to conduct a background check on the above-referenced minor. As the parent or legal guardian, I understand the purposes of this background check and hereby provide my consent for the background check.

AUTHORIZATION:

By signing below, I hereby certify that I am the parent or legal guardian of the above-referenced minor and that I consent to the background check.

Print Name of Parent or Legal Guardian

Relationship to Minor

Minor's Date of Birth (for identification purposes only)

Parent or Legal Guardian Telephone #

Signature of Parent or Legal Guardian

Date

Signature of Minor

Date

REQUIRED FOR NEW APPLICANTS ONLY

AFFIDAVIT OF APPLICANT

_____, on oath, do promise and swear that,
Printed Name of Applicant

In accordance with the Alabama Immigration Law ALL new applicants and ALL renewal applications received on or after October 1, 2011 must provide, with their online or mail-in application, a notarized affidavit with a copy of one (1) of the documents stated in HB56, Section 29(k) or HB56, Section 3(10).

ALL applicants or renewal applicants who cannot provide the documentation as provided in HB56, Section 29(k) or HB56, Section 3(10) shall be denied a license. All applicants or renewal applicants who provide documentation of alien status, pursuant to HB 56, Section 3(10), shall be verified through the S.A.V.E. program or the Department of Homeland Security pursuant to 8 U.S.C. §1373. Any applicant not lawfully in the United States shall be denied a license.

It is understood that if I have provided any false documents or, documents not originally issued to me, that my license may be suspended or revoked by the Board at any time.

I hereby state that all the documents provided by me are true and correct copies of documents issued to me by a governmental agency or tribal authority.

I further state that I have been provided a list of the documents that are acceptable to verify my identity and that verify my ability to work and/or reside in the United States. Of the list of documents, I have provided a copy of my _____.

Signature of Applicant

ATTESTATION

I, _____, a notary in the State of _____
(printed name of notary)

hereby attest to the fact the above named individual signed the above affidavit in my presence on

this _____ day of _____, 20____.

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

REQUIRED FOR ALL NEW APPLICANTS ONLY

AFFIDAVIT OF APPLICANT

All new applicants for licensing by AESBL must complete the following **Affidavit of Applicant** and submit it to the AESBL along with **ONE** of the **Acceptable Documents** listed on this page. Please submit a **COPY, not ORIGINAL, of one document**. This information is required in addition to all other applications and fees for AESBL licensing.

ACCEPTABLE DOCUMENTS

HB56, Section 29(k):

- Driver's license or non-driver's identification card (This would include a STAR ID)
- Birth certificate
- Pertinent Pages of a United States valid or expired passport (must show passport number)
- United States naturalization documents or the number of the certificate of naturalization
- Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto
- Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- Consular report of birth abroad of a citizen of the United States of America
- Certificate of citizenship issued by the United States Citizenship and Immigration Services
- Certification of report of birth issued by the United States Department of State
- American Indian Card, with KIC Classification issued by the US Department of Homeland Security
- Final adoption decree showing the applicant's name and United States birthplace
- Official United States Military record of service showing the applicant's place of birth in the United States
- Extract from a United States hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the United States

HB56, Section 3(10):

- Valid, unexpired driver's license (This would include a STAR ID)
- Valid, unexpired non-driver identification card
- Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- Valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issue by an entity that requires proof of lawful presence in the United States before issuance
- Foreign passport with an unexpired United States visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
- Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States

2023/2024

**REQUIRED MONITORING
INFORMATION
Effective January 2, 2013**

Any person or business entity that offers to undertake, represents itself as being able to undertake, or does undertake the monitoring of an alarm system for the public for any type of compensation or, any central station, must, with each renewal application, submit a report which provides the following: (1) the business entity that requested their accounts be monitored as an alarm system installer or dealer and (2) the date the company began monitoring accounts on behalf of the alarm system installer or dealer. **Said list shall not include the individual customers for each alarm system installer or dealer.**

Each report provided to AESBL by the monitoring company to meet this reporting requirement must include the name and address of the alarm system company requesting monitoring services and the date the monitoring company began monitoring accounts for the alarm system company.

**A NEW LICENSE WILL NOT BE ISSUED UNTIL
COMPLETE INFORMATION HAS BEEN PROVIDED.**

SECTION 3:

ADDITIONAL INFORMATION FOR REQUIRED FORMS

This section includes additional information that should be reviewed before submitting applications.

INSTRUCTIONS FOR ALEA AND FBI CRIMINAL HISTORY INFORMATION RELEASE FORM

Included in the packet is a Criminal History Information Release Form used by the Alabama Law Enforcement Agency (ALEA).

For 2023/2024, companies A-H will be required to submit the ALEA Criminal History Forms for individuals renewing.

**TWO (2) ORIGINAL FINGERPRINT CARDS ARE REQUIRED.
COPIES ARE NOT ACCEPTED.**

REQUIRED:

- ✓ **Applicants not licensed by AESBL for 2022, applicants who fail to renew a license within 30 days of the expiration date of their most recent license, and applicants arrested or convicted of a crime other than a minor traffic violation must complete the ALEA Criminal History Information Release Form and the Application to Review Alabama Criminal History Record Information and **two (2) FBI fingerprint cards** and submit these items along with a **current driver's license**, and a **company check, cashier's check, money order, or debit/credit card for \$38.25 per person**, made payable to ALEA for processing ALEA reports.**
- ✓ **All renewing applicants must submit the two (2) ALEA Criminal History Forms and **two (2) fingerprint cards** along with a **current driver's license**, and a **company check, cashier's check, money order, or debit/credit card for \$25.00 per person**, made payable to ALEA for processing ALEA reports.**
- ✓ **New applicants must also submit Federal Bureau of Investigation (FBI) fingerprint cards. New applicants must go to their local law enforcement authority's office and have two (2) FBI fingerprint cards completed. These **completed fingerprint cards** must be mailed to AESBL along with a **current driver's license**, and a **company check, cashier's check, money order, or debit/credit card for \$38.25 per person** and made payable to ALEA for processing ALEA and FBI reports.**
- ✓ **Use these codes for race: (A) Asian, (B) Black, (H) Hispanic, (I) American Indian, (O) Other, or (W) White.**
- ✓ **Signatures on the ALEA Criminal History form must be notarized or witnessed by two people.**
- ✓ **When completed forms and proper fees are received, ALEA/FBI will perform criminal background checks and provide reports to the AESBL. **It typically takes approximately 2 – 3 weeks for reports to be returned to the AESBL from ALEA.****

ORDER FORM

Fingerprint Cards for 2023/2024 License Application

Per ALEA, all individuals who apply for an AESBL license must submit two (2) original fingerprint cards. Copies of fingerprint cards are not acceptable.

This includes all renewing applicants, all new applicants, applicants who fail to renew a license within thirty (30) days of expiration date of their most recent license, and applicants arrested or convicted of a crime other than a minor traffic violation must obtain two (2) FBI fingerprint cards and go to their local law enforcement authority's office to be fingerprinted.

FBI fingerprint cards can be obtained from the AESBL or law enforcement offices.

Two (2) completed FBI fingerprint cards per person must be mailed to AESBL, along with the appropriate fees for processing.

My company expects to hire _____ new employees and will need fingerprint cards to
(number)
apply for a license.

Please send fingerprint cards to:

Company name: _____

Contact person: _____

Street address: _____

City/state/zip: _____

Fax completed form to: 334-557-0978

or

Email completed form to: administrative@aesbl.alabama.gov

or

Mail completed form to: AESBL
7956 Vaughn Road, PMB 392
Montgomery, AL 36116

Instructions Individual License Application

Licensing of companies and individuals with the Alabama Electronic Security Board of Licensure (AESBL) is a biennial process. All 2021-2022 licenses expire December 31, 2022, and subsequent year applications, documentation, pictures, and fees must be received by AESBL before **December 31st** at the end of the licensing period. New employees (hired after January 1st) have **10** business days from the date of hire to submit an application to AESBL. **A Trainee ID card may be issued by AESBL for new employees who have not yet completed required training if AESBL is provided a certified statement verifying the licensed supervisor.**

All applicants for year 2023/2024 license who install or service locks for motor vehicle, residential or commercial use or who sell, install, service, monitor, manage or have access to subscriber or alarm system information must complete all requested information on a 2023/2024 Individual License Application.

Your Position and Fees: Under "Your Position" check all that apply. An individual must check the position (describing duties he/she performs), which requires the most training for licensure. For example, if an owner of a company sells but does not install or service, the owner's application should be checked "Salesperson" and "Administrative." Applications must be accompanied by a **company check, cashier's check, money order, or by credit/debit card** in the proper amount made payable to AESBL determined by position and two year license. **Refer to Fee page# 33.**

Education: See page# 37

Pictures: If you are a Qualifying Agent, Installer, Locksmith, Salesperson, Trainee or Helper you are required to have an ID card and you must include with your Application a recent picture (passport size) to be used in making this ID card. Eligible applicants who submit a recent picture **with their name on the back of the picture** will be provided an ID card.

Criminal Background Check

You must submit the ALEA background forms, two (2) completed fingerprint cards, a current driver's license, and a \$38.25 fee (company check, cashier's check, money order, or debit/credit card) made payable to ALEA if:

You were not licensed by AESBL for year 2022, or you fail to renew your license within thirty (30) days of the expiration date of your most recent license (by January 31st of the following year after expiration), or you were arrested or convicted of a crime other than a minor traffic violation, and you are a Qualifying Agent, Installer, Locksmith, Salesperson, Helper, or Administrative employee that has access to customer alarm codes.

(See Criminal History Information Release Form and Instructions)

All renewing applicants must complete the ALEA background forms along with two (2) completed fingerprint cards, include a current driver's license, and remit \$25.00 (money order or cashier's check) payable to ALEA. *If the renewal application is postmarked/received after January 31st, a fee of \$38.25 must be paid and a state and federal background check run.*****

Applicant Signature: Each Individual Application must be witnessed by two (2) witnesses or notarized by a Notary Public.

All Individual Applications must be signed by the QA or an Authorized Official.

MONITORING COMPANY INFORMATION ONLY

Company applications, individual applications, ALEA Criminal Background Reports and fees must also be completed for all branch offices and employees in Alabama and within 100 miles of an Alabama border.

For out-of-state branch monitoring offices which monitor Alabama accounts, company applications must be completed and submitted for each branch, as well as individual monitoring station operator rosters and their fees.

Note: Since monitoring station employees are not expected to have personal (only telephone) contact with customers, AESBL has waived the requirement for individual identification cards for monitoring station employees who do not perform installations or sales.

THE FEES FOR MONITORING STATION APPLICANTS ARE:

TWO YEAR RENEWAL

\$ 400.00 for a two-year Company license

\$ 25.00 per person for monitoring operators

**Must be company or cashier's check, money order,
or credit/debit card**

NECESSARY ITEMS FOR LICENSING OF A MONITORING COMPANY:

- 1) Company application and fees, including an application for each branch office location
- 2) Proof of general liability insurance of \$250,000 or more
- 3) **Individual applications are required**, and ALEA criminal history forms are required for criminal history background reports on each monitoring station operator within 100 miles of an Alabama border. Processing fee for ALEA criminal history form is \$25.00 made payable to ALEA. No criminal history background report is required for monitoring offices located in excess of 100 miles from the nearest Alabama border, but a list of employees by location with social security numbers and dates of birth, are required for random background checks.
- 4) For each monitoring operator, documentation of attendance of at least a one day NTS approved course for central station persons, NTS Level 1 Certification, or AESBL approved program. The following training is accepted by AESBL: NTS, Security Industry Assoc. (SIA), or Central Station Alarm Assoc. (CSAA).
- 5) \$25.00 for each monitoring operator
- 6) **No Qualifying Agent required, but a point-of-contact administrator should be registered with the AESBL.**
- 7) **See page# 22 for additional Monitoring Company information.**

NOTICE

To All Applicants for 2023/2024 License

Alabama Administrative Code 304-X-1-.03(6)(i) specifies:

A license issued under this code shall be subject to revocation or suspension if any licensee fails to disclose pertinent information on the initial or renewal application, misleads or is untruthful during the application process, or has applied for the original license under false pretenses. Any license may be subject to revocation if a person is convicted of a criminal offense during the license term. A letter notifying the licensee of a pending suspension or revocation will be sent, via certified mail, to the last known address of the licensee subject to a suspension or revocation. The licensee shall have 15 days from receipt of written notification to respond in writing to the notice of suspension or revocation. On the 16th day of no response, the license shall be suspended or revoked without further notification. If the licensee responds within the stated time period, a formal hearing before a quorum of the Board of Licensure shall be held solely to address the issue of the immediate license suspension or revocation. Following the hearing, a simple majority vote of a quorum of the board will determine whether the licensee's license shall be suspended or revoked.

1) RENEWAL LICENSES will be issued when a COMPLETE 2023/2024 Application is received at AESBL.

2) EXCEPTION: If an applicant initials, "I certify that I have been arrested or convicted of a crime other than a minor traffic violation", the **RENEWAL LICENSE will not be processed** until criminal history background results are received from FBI.

3) NEW APPLICANTS: ALEA background forms, **two (2) completed FBI fingerprint cards**, a **current driver's license**, and a \$38.25 money order or cashier's check made payable to ALEA are required. Individual licenses cannot be issued until the FBI criminal background reports are processed by FBI and returned to AESBL. **Company checks, cashier's checks, money orders, and credit cards are accepted.**

4) RENEWING APPLICANTS must complete the ALEA background forms with **two (2) completed fingerprint cards, a current driver's license**, and include a \$25.00 money order or cashier's check made payable to ALEA. **Company checks, cashier's checks, money orders, and credit cards are accepted.**

5) A licensed alarm system or locksmith company must have a physical location in the state of Alabama or within 50 miles of the Alabama border. Companies located out of the State of Alabama must provide AESBL a "Certificate of Authority of a Foreign Corporation to Transact Business in Alabama" from the Alabama Secretary of State and the registered agent must have a physical address in Alabama.

6) All Qualifying Agents at companies that install or service CCTV systems must provide AESBL certificates verifying they have completed the NTS Video Systems Technology course or equivalent. All companies that install or service Electronic Access Control must provide AESBL certificates verifying they have completed the NTS Electronic Access Control course or equivalent.

7) ALSO, AESBL may issue a license **only** after **complete** applications, fees, and other required documentation are received. **AESBL may return incomplete application packets. Fees will be immediately deposited with the State Treasurer.**

SECTION 4:

FEE INFORMATION

This section includes all information regarding fees for licensing with the AESBL and criminal history background checks through ALEA.

*****IMPORTANT NOTICE*****

You may be eligible for prorated or discounted fees. It is your responsibility to call the AESBL office and speak to staff about these fee options. If you are eligible but submit the full amount, the AESBL reserves the right to retain the overpaid amount. The AESBL does not issue refunds.

(Code of Alabama 1975, § 34-1A-9; 304-X-1-.03(6)(d))

2023 / 2024 AESBL LICENSING FEE SCHEDULE

Company or Cashier's Check, Money Order, Or Credit/Debit Cards

A. Company:	<u>Two-Year</u>
First Time Administrative Fee <u>or</u> Company Name Change Fee	\$150.00
<u>PLUS:</u>	
Company (Incorporated, LLC, or LP) License Fee and Annual Fee	\$400.00
<u>- OR -</u>	
Company (Sole Proprietorship or non-incorporated partnership) License Fee and Annual Fee	\$300.00
<u>- OR -</u>	
Company Branch Office Annual Fee <u>(No Administrative Fee Required)</u>	\$400.00
Late Renewal Fee after December 31, 2022	\$500.00
 B. Individuals:	 <u>Two-Year</u>
(1) Qualifying Agent—Burglar Alarm only	\$ 50.00
Add: QA Access Control	\$ 50.00
Add: QA CCTV	\$ 50.00
(2) Qualifying Agent—Locksmith only	\$ 50.00
Add: QA Access Control	\$ 50.00
Add: QA CCTV	\$ 50.00
(3) Burglar Alarm/Access Control/CCTV Installer	\$ 50.00
(4) Locksmith/Access Control/CCTV Installer	\$ 50.00
(5) Salesperson	\$ 50.00
(6) Helper	\$ 50.00
(7) Monitoring Station Operator	\$ 25.00
(8) Administrative	\$ 0.00

******Please see page# 34 for discounted fee schedule for current renewals only******

******Prorated fees may be available. Please check with the AESBL staff******

AESBL Fee Schedule
For Current Renewals Only
2023-2024

COMPANY	June 1 - Aug 31	Sept 1 - Nov 30	December
Company (Incorporated, LLC, or LP)	\$360.00	\$380.00	\$400.00
Company (Branch Office)	\$360.00	\$380.00	\$400.00
Company (Sole Prop./Non-Inc. Partnership)	\$270.00	\$285.00	\$300.00
Admin Fee/Company Name Change Fee	\$150.00	\$150.00	\$150.00
INDIVIDUALS	June 1 - Aug 31	Sept 1 - Nov 30	December
Qualifying Agent - Burglar Alarm only	\$45.00	\$47.50	\$50.00
Add: QA Access Control	\$45.00	\$47.50	\$50.00
Add: QA CCTV	\$45.00	\$47.50	\$50.00
Qualifying Agent - Locksmith only	\$45.00	\$47.50	\$50.00
Add: QA Access Control	\$45.00	\$47.50	\$50.00
Add: QA CCTV	\$45.00	\$47.50	\$50.00
Burglar/Access Control/CCTV Installer	\$45.00	\$47.50	\$50.00
Locksmith/Access Control/CCTV Installer	\$45.00	\$47.50	\$50.00
Salesperson	\$45.00	\$47.50	\$50.00
Helper	\$45.00	\$47.50	\$50.00
Monitoring Station Operator	\$22.50	\$23.75	\$25.00
Administrative	\$0.00	\$0.00	\$0.00

Continuing with the 2023-2024 renewal period, there will be a 10% reduction in applicable fees between June 1, 2022, and August 31, 2022. There will be a 5% reduction in applicable fees between September 1, 2022, and November 30, 2022. The reduced fee amounts end after November 30th. Beginning December 1, 2022, applicable fees will no longer be reduced.

These reduced fees only apply to companies and individuals renewing within their assigned renewal period and to those that have been licensed during the most recent licensing period.

Reduced fees **do not** apply to ALEA fees.

Credit/Debit Card Payment Form

(OPTIONAL PAYMENT METHOD)

Please choose one of the following:

- ☐ **I wish to pay by credit/debit card by phone. Please call the following:**

Authorized Official

Phone Number

OR

- ☐ **I wish to pay by credit/debit card. Please use the card information below:**

Cardholder Name _____

Card Number / Type _____

Address (including zip) _____

Expiration date _____

CVV Code _____

Phone Number _____

Transaction Amount \$ _____

*Authorized Signature _____

*By signing this form, I authorize RT Management, Inc., acting on behalf of the Alabama Electronic Security Board of Licensure / State of Alabama, to process the above transaction. I understand a receipt will be mailed when processed.

*****There is a 3.5% processing fee*****

*****STATE OF ALABAMA will appear as payee on bank/credit card statement*****

Please note that credit/debit card information is not kept on file by RT Management, Inc. or the AESBL.
All authorization forms will be shredded.

SECTION 5:

ADDITIONAL INFORMATION FOR EDUCATIONAL REQUIREMENTS

This section includes information regarding certification and continuing education, and it should be carefully reviewed.

Summary of AESBL

Educational Requirements for 2023/2024

NOTE: As of January 1, 2017, a Qualifying Agent is required for both Locksmith companies as well as Burglar Alarm companies. This change was made in order to satisfy educational requirements for Access Control and CCTV. As of January 1, 2017, Locksmiths are now able to perform CCTV work with the required certification.

Qualifying Agents (QA's) at companies that perform Burglar Alarm installation must demonstrate completion of educational requirements **equivalent** to those required for valid current status with their NTS certifications of Level 1 and Level 2 or ABAT/Advanced Intrusion Systems Course.

Qualifying Agents (QA's) at companies that perform Locksmith work **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA), the Beginner Locksmith Test of the Alabama Locksmith Association, or the former AESBL Locksmith Test for licensing in 2023/2024.

Qualifying Agents (QA's) at companies that install or service Electronic Access Control systems must have the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class or an approved equivalent class certification.

Qualifying Agents (QA's) at companies that install or service CCTV systems must have the NTS Video Systems Technology course or an approved CCTV equivalent.

Installers must demonstrate completion of educational requirements **equivalent** to those required for current status with NTS Level 1 certification in order to obtain a 2023/2024 AESBL license.

All **Installers and Locksmiths** that install or service Electronic Access Control systems must provide AESBL certificates verifying they have completed the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class or NTS Level 1.

All **Installers and Locksmiths** that install or service CCTV systems must provide AESBL certificates verifying they have completed NTS Video Systems Technology course or approved equivalent or NTS Level 1.

Locksmiths whose business is limited to installing and servicing locks for motor vehicles, residential and commercial use **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA), the Beginner Locksmith Test of the Alabama Locksmith Association, or AESBL Locksmith Test for licensing in 2023/2024.

Salespersons must have approved sales training or NTS Level 1.

AESBL CEU REQUIREMENT NOTICE

2023/2024 Renewals

NOTICE: All CEUs submitted must be approved by the AESBL and listed on our website *or* must qualify for CEU credit under the guidelines posted on our website.

As of January 1, 2018, the CEU requirements for 2023/2024 renewals for individuals working for companies with a name beginning A-H (those that renewed for two years in 2021-2022) will be as follows:

- | | |
|-----------------------------------------------------------------------------|---------------------|
| 1. Alarm personnel—QAs and Installers
<u>One licensing category only</u> | 1.6 CEUs = 16 hours |
| 2. Salespersons <u>only</u> | 1.6 CEUs = 16 hours |
| 3. Locksmiths <u>only</u> | 1.6 CEUs = 16 hours |
| 4. Alarm personnel + Access Control / CCTV | 2.4 CEUs = 24 hours |
| 5. Locksmiths + Access Control / CCTV Installers | 2.4 CEUs = 24 hours |

NOTE: All licensees who perform only one discipline will need to obtain 8 CEU hours per year with a total of 16 hours per two-year licensing period. All licensees who perform two or more disciplines will need to obtain 12 CEU hours per year with a total of 24 CEU hours per two-year licensing period.

Specifically for Alarm Installers, an alternative to CEU hours is to obtain a valid current copy of their Certified Alarm Technician (Level 1) certificate from ESA. The current certificate must be dated no earlier than 2021.

Copies of all CEU certificates must be submitted and itemized individually on the following CEU Reporting Form (page# 17).

All licensees can earn 0.1 CEU (1 credit hour) by attending a quarterly AESBL board meeting and receiving a CEU certificate from the administrative staff. A maximum of 0.4 CEUs (4 credit hours) can be earned during a calendar year.

**AFTER REVIEWING YOUR 2023/2024 APPLICATION PACKET, IF YOU
WOULD LIKE TO SUBMIT FOR THE CCTV WAIVER, THE
FOLLOWING PROCEDURES APPLY:**

Procedures for CCTV Waiver

Alabama Administrative Code, 304-X-1-.05(7)

(g) Alarm companies that have been licensed with the Alabama Electronic Security Board of Licensure (the Board) for the previous five (5) calendar years that have had no complaints filed with the Board against them or their employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years, and have not had documented violations of the Board's law or Administrative Code may file a written request for a waiver from the additional educational requirements of this Section 304-X-1-.05(5)(a) for their Qualifying Agents by providing the Board written certification that they have had no written complaints filed against the company or employees and have had no documented violations of noncompliance during the past five (5) years.

(h) The receipt of a written complaint by the Board against the company or an employee may result in the loss of its waiver for educational requirements.

(i) Failure to comply with Code of Alabama 1975, Section 34-1A, and this Administrative Code 304-X-1 may result in the loss of a company's waiver of these Educational Requirements.

PROCEDURES FOR CCTV WAIVER

1. An individual Qualifying Agent (Alarm) or Qualifying Agent (Locksmith) must submit a complete, signed and witnessed Certification for Waiver to AESBL. (See Certifications for Qualifying Agents and Locksmiths.)
2. AESBL reviews its data base and files to determine if there have been monetary penalties or documented violations of Code.
3. If licensed for the immediately preceding required number of years, and no monetary penalties or documented violations of Code are identified, the request for waiver is approved.
4. If not licensed for the immediately preceding required number of years, or monetary penalties or documented violations of Code are in the AESBL data base or files, the request for waiver is denied by the Executive Director.
5. The applicant may submit a letter for reconsideration of waiver request for Board review and final Board determination of waiver status.
6. There are NO appeals for denied waivers by the Board. The required training must be obtained in order to be licensed.
7. The receipt of a written complaint by the Board against the company or an employee will result in the loss of its waiver for educational requirements if the complaint results in a monetary penalty.
8. Documented violations of Code of Alabama 1975, Section 34-1A, or Administrative Code 304-X-1 will result in the loss of waiver of educational requirements.
9. Written notification of any loss of waiver will be sent to the individual through the U. S. Postal Service by standard mail at the company's mailing address. The required training must be obtained in order to renew a license and conduct business in Alabama after loss of waiver.
10. If the Qualifying Agent who holds the CCTV Waiver is no longer employed by the company, the waiver is then considered null and void. A CCTV Waiver does not transfer with the Qualifying Agent and it is not retained by the company. The company's new Qualifying Agent must apply for a new CCTV Waiver.

Certification for Waiver of Qualifying Agent's CCTV Training

I _____ of _____
(Print Qualifying Agent's name)

(Name of Company and Location)

Hereby certify to the Alabama Electronic Security Board of Licensure (the Board) that the above named company:

1. Has been licensed by the Board for the previous five (5) calendar years;
2. Has had no complaints filed with the Board against the company or its employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years; and
3. Has not had documented violations of the Board's law or Administrative Code during the previous five (5) years.

I also certify that this is true and correct to the best of my knowledge and acknowledge that the Board will verify this information against its records prior to approving or denying this waiver request.

I do understand that, if approved, the waiver will be in effect until I cease employment at this company or such time as the Board notifies me the waiver has been revoked and that, if denied, I cannot again request waiver of CCTV training and cannot install or service Closed Circuit Television Systems (CCTV) until I have met the CCTV training requirements.

Date _____ Signed _____

Witness (One) _____ Witness (Two) _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

* * * * *

Waiver: Approved _____ Denied _____ Reason: Not licensed previous 5 years _____
Complaint _____ Violation _____

Date _____ Signed _____
(Executive Director)

SECTION 6:

ADDITIONAL INFORMATION

This section includes information provided to the AESBL by the Alabama Law Enforcement Agency (ALEA) and should be reviewed. This information is not required by the AESBL for submission of applications.

APPLICATION TO CHALLENGE

Alabama Criminal History Record Information

**Appendix A**

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I, _____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on ____/____/____.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:		
DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

A. The details related to why each specific arrest or disposition listed above is inaccurate:

B. The information believed to be correct information for each arrest or disposition being challenged:

C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature: _____ Date: _____

Applicant Instructions

For completing the ALEA Application to Review Alabama Criminal History Record Information or to Challenge Alabama Criminal History Record Information



Appendix B

In order for your request to review, challenge or appeal your Alabama Criminal History Record Information to be processed by the Alabama Law Enforcement Agency (ALEA), **you must complete the ALEA Application to Review (SBI Form 46) or to Challenge Alabama Criminal History Record Information (SBI Form 46 Appendix A) in accordance with the following instructions:**

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
 - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
 - b. A valid unexpired United States Citizenship and Immigration Service Document, which may include either:
 - i. Certificate of Naturalization N-550
 - ii. Replacement Certificate of Naturalization N-570
 - iii. Special Certificate of Naturalization N-578
 - iv. Certificate of Citizenship N-560
 - v. Replacement Certificate of Citizenship N-561
 - vi. Certificate of Citizenship (Posthumous) N-645, N-645A
 - c. A valid unexpired United States Passport; or
 - d. A valid unexpired Foreign Passport which meets the following requirements:
 - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
 - ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. **Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "Criminal Records & Identification Unit" (sorry – personal and/or business checks are not accepted).; and**
3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).**
 - a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card). This ensures positive identification and insures that the proper criminal record is reviewed.
 - b. Details for the fingerprinting agency may be found in APPENDIX C.
4. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency
Criminal Records and Identification Unit
ATTN: Background Checks
P.O. Box 1511
Montgomery, Alabama 36102-1511
5. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
 - a. A copy of the Alabama Criminal History Record being challenged;
 - b. The charge and DATE of each specific arrest or disposition being challenged;
 - c. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
 - d. A listing of each specific arrest or disposition being challenged;
 - e. The details related to why each specific arrest is inaccurate;
 - f. What the applicant believes to be the correct information for each arrest or disposition being challenged;
 - g. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
 - h. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
6. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency
Criminal Records and Identification Unit
ATTN: Record Challenge
P.O. Box 1511
Montgomery, Alabama 36102-1511

Please allow a minimum of 4-5 weeks from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling 334-517-2450 or 1-866-740-4762.

Instructions for Law Enforcement Official

Taking the applicant's fingerprints on FBI "Applicant" Fingerprint Card

FD-258 (Rev 12-10-07)



Appendix C

In accordance with Alabama law and the procedures established in Section 265-X-2 of the *Alabama Administrative Code*, individual citizens may request and may be provided with classifiable sets of their own fingerprints to accompany a request for his/her own Alabama Criminal History Record Information (CHRI) from the Alabama Law Enforcement Agency (ALEA).

1. One of the requirements for an individual to request their own criminal history record information is that the individual to provide ALEA with a classifiable set of his or her own fingerprints (taken by an authorized law enforcement agency with an FBI-issued ORI) with his or her application to Review or Challenge his or her own Alabama criminal history. This ensures positive identification and insures that the proper criminal record is reviewed and/or challenged.
1. The individual you are fingerprinting should provide proper identification to your agency upon request.
2. The individual's fingerprints should be taken by law enforcement on an FBI "Applicant" Fingerprint Card (i.e. blue card). Please ensure that your agency's name and ORI, AND your name and telephone number, are included on the completed fingerprint card. A sample of the FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07) for your reference purposes is provided below.

3. Please return the completed fingerprint card to the applicant, as it is the APPLICANT's responsibility to mail the completed CHRI Release Form (SBI Form 46), along with his/her own fingerprint card and the other required documents. See SBI Form 46 Appendix B for mailing instructions.
4. If you have any questions, please call ALEA at 334-517-2450 or 1-866-740-4762. To request blank FBI APPLICANT cards, your law enforcement agency may contact the FBI Customer Service Group, CJIS Division Biometric Section at (304) 625-5590 or by e-mail at identity@ic.fbi.gov.